Elliott L. Wheelan, Director of Human Resources   Martin O' Malley, Mayor

EXAMINATION FOR: **SYSTEMS ANALYSIS AND PROGRAMMING MANAGER (PROMOTION)**

SALARY: $64,500 – $78,700   **GRADE:**   122

CLOSING DATE: October 25, 2002 is the last day to file an application.

POSITION: A Systems Analysis and Programming Manager plans, directs and coordinates the activities of the centralized programming and systems section of City government.

The eligible list may be used to promote persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, eligible City employees must:

Have a bachelor's degree in electronic data processing or computer science from an accredited college or university;

AND

Have five years of experience in systems analysis and designs, including two years of such supervisory responsibilities as disciplining, evaluating the performance of and recommending the hiring, firing and promoting of others;

OR

Have an equivalent combination of relevant education and experience in systems analysis and designs, including two years of such supervisory responsibilities as disciplining, evaluating the performance of and recommending the hiring, firing and promoting of others.

Non-supervisory experience or education may not be substituted for the required supervisory experience.

SELECTION PROCESS: Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed a probationary period on or before the day of filing an application will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

33158 (011888) 122 U (3) Q
KMT/mk POSTED: 10/15/02

Apply to: Baltimore City Department of Human Resources • 201 East Baltimore Street • Suite 100 • Baltimore, Maryland 21202 • (410) 396-3860

For additional job opportunities information, call (410) 545-3875   For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer   www.baltimorecity.gov   (see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

Baltimore City
Department of Human Resources
201 East Baltimore Street
Suite 100
Baltimore, Maryland 21202